

CITY OF MOSCOW MILLS

PO Box 36 | Moscow Mills, MO | 63362
Located at 995 Main Street
Phone: 636-356-4220

SIGN PERMIT APPLICATION

Wall/Post Sign - \$125.00
Ground/Monument Sign - \$200.00

Part 1. Applicant Information:

Name of Sign Applicant: _____
Street Address of Sign Applicant: _____
City / State / Zip Code: _____
Telephone number: _____
E-mail: _____

Part 2. Property Owner Information:

Name of Sign Applicant: _____
Street Address of Sign Applicant: _____
City / State / Zip Code: _____
Telephone of business: _____
E-mail: _____

Part 3. Property Sign Owner Information:

Name of Sign Applicant: _____
Street Address of Sign Applicant: _____
City / State / Zip Code: _____
Telephone of business: _____
E-mail: _____

Part 4. Contractor Information-(person erecting or affixing the sign):

Name of Sign Applicant: _____
Street Address of Sign Applicant: _____
City / State / Zip Code: _____
Telephone number: _____
E-mail: _____

Part 5. Location of the sign is to be erected:

Business name: _____
Street Address of Sign Applicant: _____
City / State / Zip Code: _____
Telephone number: _____
City Zoning Classification: _____
E-mail: _____

Attach legal description of property.

Part 6. Description of Sign to be Constructed:

a. Type of sign structure proposed:

_____ General Business Ground/Monument Sign

_____ General Business Wall/Post Sign

_____ Subdivision Ground Sign

_____ Other: _____

b. Sign face replacement only: yes no

c. Check all that applies:

Yes No

_____ _____ A new sign

_____ _____ Alteration or maintenance to Existing sign
Replacement value of Existing sign: \$ _____
Alteration maintenance cost: \$ _____

_____ _____ Illuminated

_____ _____ Contains moving parts

_____ _____ Other ground signs exist on premises

_____ _____ Has an electronic reader board

_____ _____ Has changeable message area

_____ _____ Relocation of existing sign on premises

d. Provide the Following Information:

1. Overall height of sign structure from
Existing grid to top: _____.

2. Width of sign structure: _____

3. Maximum area of any one
Sign Face: _____

4. Total area of all
Sign Faces: _____

5. Distance of edge of sign to
Nearest street Right-of way: _____
6. Feet of Street Frontage: _____
7. Zoning for property where sign will be located: _____

Part 7. Permit applications for both temporary and permanent sign permits shall be submitted to the Planning and Zoning Commission and approved by the Board of Aldermen and shall contain or have attached thereto the following information:

1. The names, addresses, and telephone numbers of the applicant, the owner of the property on which the sign is to be erected or affixed, the owner of the sign, and the person to be erecting or affixing the sign.
2. The location of the building, structure, or zoning lot on which the sign is to be erected and/or affixed.
3. A site plan of the property involved, showing accurate placement thereon of the proposed sign.
4. Two (2) blueprints or ink drawings of the plans and specifications of the sign to be erected or affixed and method of construction and attachment to the building or in the ground. Such plans and specifications shall include details of dimensions, materials, color, and weight.
5. If required by the Planning and Zoning Commission, a copy of stress sheets and calculations prepared by or approved by a registered structural engineer licensed by the State of Missouri showing that the sign is designed for dead load and wind pressure in any direction in the amount required by this and all other applicable Ordinances of the City.
6. The written consent of the owner of the building, structure, or property on which the sign is to be erected or affixed.
7. Such other information as the Planning and Zoning Commission or Board of Alderman may be required to determine full compliance with this and other applicable Ordinances of the City.

The submittal shall include one (1) electronic copy in .PDF format of all drawings, renderings, elevations, site plans and other pertinent information for the application.

I hereby certify that the foregoing information is correct to the best of my knowledge and that said work will be performed in accordance with the information contained herein and in compliance with the applicable building codes and ordinances adopted by the City of Moscow Mills.

Applicants Signature: _____ Date: _____

For Official Use Only

1. Payment Date: _____ Fee Paid: _____

Paid by: _____ Check/Money _____ Debit/Credit _____ Cash

Reference# _____

2. City Engineer/Building Official Review:

_____ Approved on _____ (Date)

_____ Denied on _____ (Date)

_____ Revise and resubmit on _____ (Date)

City Engineer/Building Official Comments:

City Engineer/Building Official Signature: _____

3. Planning and Zoning Commission Action:

_____ Approved on _____ (Date)

_____ Denied on _____ (Date)

_____ Revise and resubmit on _____ (Date)

Planning and Zoning Commission Comments:

4. Board of Alderman Action:

_____ Approved on _____ (Date)

_____ Denied on _____ (Date)

_____ Revise and Resubmit on _____ (Date)

Board of Alderman Comments:

4. Issuance of permit:

Permit # _____ Issue Date: _____ Expires: _____

Clerk's Signature: _____